GM

pg

G. R. S. 58]

Previous references.

File No. 505-15

1915. (Gen-his)

Serial Nos. 8

Later references.

G. Gn. 82-16-1 — 10

Rec. B. March 1917

Genl: 57-1781.

Feb. 86

reserve
B
13/10/43

GENERAL AND REVENUE SECRETARIAT.

Serial No. 8

Part B for May 1916

SUBJECT.

Office memo containing instructions to the Branches of the G.R.S. (& also Secretariat Officers) in respect of observing secrecy in Confidential cases.

W D 1351—GPB—20,000—13-12-15

G.R.S. 111 1914-15

GENERAL AND REVENUE SECRETARIAT.

(G. On.)

NOTES.

505-15

File No. ~~107-14~~

FILE HEADING.

Procedure in respect of cases considered in Council

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

P. T. G.

GPB—35,000—15-6-12

(2

G. R. S. 12]

General and Revenue Secretariat. | G. On. File No. 505 of 1914-15.

Serial No.

8 G. M. No. E-1-5253 dated 6.5.1916 Issues instructions to Supts. & Officers in charge of Branches in respect of observing secrecy concerning confidential cases.

Secretary's note of 24.4.1916 in the typed draft of the above:—

"This office memo may be approved.

Separate proposals will be submitted in regard to the printing of strictly confidential papers in the Secretariat itself"

(Intd.) D. On. O.

Dewan's Orders:—

Approved.

The extent to which information leaks out from our Secretariat has become a public scandal.

I trust that each Branch of the Secretariat will prove its loyalty and sense of discipline, by preventing any information from their respective branches or sections

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat.

G-Gn. File No. ~~107~~ 505 of ~~1914-15~~ 1915-16

Serial No.

becoming public until duly authorized."

(Intd.) Gn. G.
2/5/1916

Secretary's order:—

"1. Issue as Secy series no.
2. Registrar should purchase at once the required no. of boxes.
3. Subsidiary rules as to boxes may be necessary."

(Intd.) S. Gn. G.
4/5/16

Registrar's order:—

"Issue at once & submit a note on 2."

(Intd.) S. Gn.
4/5/16

The G. Gn. has been issued & this file referred to Gn. S. Chas for a note on the points called for by the Registrar.

S. Gn.
6/5/1916

The note is being submitted separately.

Illegible
15.5.16

This file may now be got recorded and kept in the Registrar's almyrah

S. Gn.
16/5/16

Illegible
17/5

NOTE—Contn. sheet.

G.P.S.—70,000—17-12-15

IMMEDIATE.

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

× Flag X

× G.-in.-C. 107—16—8
Submd. separately

General
Secretary is pleased
to direct that copies
of this G.-in.-C.
should be furnished
to each section-office
with the G.-in.-C. of
6th May 1916
Council Section
has no spare copies
Typg. Section
will therefore kindly
have about
16 copies of
this typed at
once

6/5/16

C.T.G.

Submd. to Regr for order with
reference to the note of the Typg. Secn.
on the reverse of the above slip

6/5/16

8/5

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

Typed
8/5

C.S 70
2/24 4.16
Secrecy circular No 3.

CONFIDENTIAL CASES.

---:0:---

Office Memo
No. G. 15253 - G. dn. 505-15

6.5.1916

Superintendents or officers in charge of Branches or Sections will be held personally and strictly responsible for the due observance of the provisions contained in Rule 297 of the Office Manual.

2. Secretariat Officers will be responsible for marking cases confidential according to their nature.

3. They should themselves prepare drafts in important and difficult cases of a confidential character. In minor cases, the Superintendent will do the drafting under clause 1 above.

4. In strictly confidential cases, drafts should be prepared by the Secretaries themselves, with the help, if necessary, of an Assistant or Under Secretary.

5. Clause (vi) of Rule 297 of the Office Manual requires that confidential papers should pass from hand to hand either by personal delivery or be sent in sealed covers. Special procedure is prescribed for the submission of "Strictly Confidential" cases in the

Sd
This office Memo may be approved.
Secy
4/5

5763
2.5.16

Approved in Council
Secy
26/4

Approved.

The extent to which information leakes out from our Secretariats has become a public scandal.

I trust that each branch of the Secretariat will prove its loyalty and sense of discipline, by preventing any information from their respective branches or sections becoming public until duly authorized.

2.5.16. Sd

Reg
1 Secy as Secrecy Circ No
2 Reg Sd purchase of boxes as requisite
3. Subsidiary rules as to boxes may be necessary. Secy 4/5

Issue advance & submit a note on 2.
Sd
4/5

Issued copies
Secy
6/5

1. O.M.No.G.7086-A/G.M.107-14-5 dated the 7th January 1915 issuing rules for preserving secrecy in strictly confidential cases.

2. Office Memo dated the 22nd April 1915 in regard to dealing with the confidential Reports about graded officers.

(Copies attached)

marginally noted official memoranda.

6. The provisions contained in O. M.No.G.7086-A/G.M.107-14-5 dated the 7th January 1915 are made applicable to all confidential cases to be submitted to Members of Government.

Dues
24/4

Secy's (orders) verbal issued on 5/6/1916.
Get this G.O. printed.

7. Separate postals will be submitted in regard to the printing of strictly confidential papers in the Secretariat itself.

G.O.

Dewan)

Dues
24/4

CONFIDENTIAL.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE SECRETARIAT.

SECRECY SERIES No. 3.

No. G. 15253—G. M. 505-15-1, dated Bangalore, 6th May 1916.

OFFICE MEMO.

Confidential Cases.

Superintendents or officers in charge of Branches or Sections will be held personally and strictly responsible for the due observance of the provisions contained in Rule 297 of the Office Manual.

2. Secretariat Officers will be responsible for marking cases confidential according to their nature.

3. They should themselves prepare drafts in important and difficult cases of a confidential character. In minor cases, the Superintendent will do the drafting under Clause 1 above.

4. In strictly confidential cases, drafts should be prepared by the Secretaries themselves, with the help, if necessary, of an Assistant or Under Secretary.

5. Clause (vi) of Rule 297 of the Office Manual requires that confidential papers should pass from hand to hand either by personal delivery or be sent in sealed covers. Special procedure is prescribed for the submission of "Strictly Confidential" cases in the marginally noted official memoranda.

1. O. M. No. G. 7086-A—G. M. 107-14-5, dated the 7th January 1915, issuing rules for preserving secrecy in strictly confidential cases.

2. Office Memo, dated the 22nd April 1915, in regard to dealing with the confidential reports about graded officers.

6. The provisions contained in O. M. No. G. 7086-A—G. M. 107-14-5, dated the 7th January 1915, are made applicable to all confidential cases to be submitted to Members of Government.

By Order,

D. M. NARASINGA RAO,

Secretary to Government, General Department.